



Community Development Department  
 1200 L.W. Besinger Drive - Room 206  
 Carpentersville, IL 60110  
 Hours: Mon-Fri 8:30 a.m. – 5:00 p.m.  
 Phone: (847) 551-3478  
 Fax: (847) 426-0864  
<http://vil.carpentersville.il.us>

## FENCE PERMIT APPLICATION

<b>Address of Fence Location:</b>		<b>Date:</b>
<b>Applicant Name:</b>		<b>Applicant Phone #:</b>
Applicant Email Address:		
<b>Property Owner:</b>		<b>Owner Phone #:</b>
Property Owner Address:		
<b>Contractor Name:</b>		<b>Contractor Phone #:</b>
Contractor Address:		
I hereby certify that I have read and understand this entire application form. I also understand that any missing or incomplete items or failure to clearly describe the proposed scope of work will cause the plan review to be delayed until the submittal is complete and/or the work is correctly described. Upon submittal of the remaining items, I understand that the plans are still subject to review by the Village and that corrective measures and/or additional information may be required.		
<b>Applicant Signature:</b>		<b>Date:</b>

<b>Type of Fence:</b> Chain link    Picket    Privacy    Shadow box    Split-rail    Wall    Wrought iron
<b>Material:</b>
<b>Height:</b>

**Submittal Checklist:**

OK	N/A	Item Description
		Homeowner's Association approval letter (if required).
		Accurate plat of survey indicating exact location of proposed fence; property lines; distance of the proposed fence to property lines; location and dimensions of all structures on the site; easements; and street lines, driveways, sidewalks, and walkways.
		Detailed specifications of the fence including the fence type, height, and construction materials.
		Written permission of neighbor, if proposed fence is to be attached to a neighbor's existing fence.

<b>Approved By:</b>	<b>Date:</b>
<b>Fee:</b>	<b>Permit #:</b>

## Minimum Requirements:

1. The finished side of the fence must face outwards in all circumstances.
2. 6-foot tall fences are allowed in side yards and rear yards only.
3. All fence boards must be vertical, except in the case of a split-rail fence.
4. Chain link fences must be constructed using 11-gauge wire or thicker.
5. No part of any fence may be located past the front of the house towards the street. This includes all parts of the fence (posts, boards, and any decorative element attached to the fence). The only exception to this regulation is for a 3-foot tall fence in compliance with all provisions of Section 16.18.030 of the Municipal Code. Please contact the Community Development Department if there is a question as to what qualifies as the front of the house.
6. Contact the Community Development Department for setback requirements for corner yard fences, fence screens, and non-residential fences.
7. Fences built on a hill or on ground that is sloped must not exceed the maximum allowed height from the ground to the top of the fence *as measured from any point on the fence*.
8. All earth excavated for post holes must be hauled off site and disposed of properly and not spread out under the fence.
9. Fence posts must be buried a minimum of 30 inches and be structurally stable.
10. Fence posts, including decorative elements attached thereto, must not exceed 6 inches above the height of the fence.
11. No fence can obstruct the flow of storm water.
12. Locating the fence within the boundaries of the subject property is the owner's responsibility.
13. Fences shall not utilize barbed wire, spikes, or other sharp, pointed material in their construction.
14. Fences in easement areas are subject to removal at the homeowner's expense.
15. Permit fees: \$35, payable at time of permit issuance.
16. **Please note that there is a \$50 fee for re-inspections.**

## Minimum Required Inspections:

Final inspection when all work is completed.

## Schedule Inspections With:

Community Development Department  
(847) 551-3478

## Helpful Contact Information:

J.U.L.I.E. 811  
Ameritech (800) 244-4444  
Comcast (800) 226-2278  
Com Ed (800) 344-7661  
Nicor (800) 730-6114

*This list comprises some of the most common code violations when installing a fence. It does not address every possible violation, nor is it intended as an instruction manual.*